

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 1
JANUARY 6, 2016 – WORK SESSION**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, January 6, 2016, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Richard M. Hannold, Chair** **Staff: Pam Dill**
 Jill Johnson, Member
 Helen Price Johnson, Member

Staff Present: Bill Oakes, Director, Connie Bowers, Steve Marx, Matt Nienhuis, Joantha Guthrie, Jan vanMuyden

Others Present: Elaine Marlow, Budget Director

Record @ 00:05

Add-On

Subject/Description: Driftwood North slide update

Attachment: none

Information: Bill Oakes provided an update to the Board on the Driftwood North slide. On December 28th, after 5 days of no movement, the single lane access was rebuilt and opened for local access only on Wednesday, December 30th. At the recommendation of the geotech engineer the emergency status will remain in effect until at least May.

ER &R

Subject/Description: Caterpillar Backhoe Loader/Surplus 175

Attachment: Memorandum dated 12/21/15 from Matt Nienhuis; Resolution to Surplus 2006 John Deere; PO #10389

Action Requested: Approval of purchase of 2016 Caterpillar Backhoe Loader; NC Machinery; Amount: \$93,612.44 incl. WSST (less trade in).

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: (2) Ford 550's – Surplus 506 & 56

Attachment: Memorandum dated 12/21/15 from Matt Nienhuis, to BOCC, Resolutions to Surplus (2) trucks, PO# 10385

Action Requested: Approval of purchase of (2) new 2016 Ford F550 Cab & Chassis; Columbia Ford Nissan; Amount: \$99,278.61 incl. WSST.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: Versalift VST-40-I for Sign Truck

Attachment: Memorandum dated 12/21/15 from Matt Nienhuis to BOCC

Action Requested: Approval to purchase (1) new Versalift VST-40-I; Northend Truck Equipment, Inc.; Amount: \$92,002.36 incl. WSST

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: Versalift VST-40for Bucket Truck

Attachment: Memorandum dated 12/21/15 from Matt Nienhuis to BOCC

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 2
JANUARY 6, 2016 – WORK SESSION**

Action Requested: Approval to purchase (1) new Versalift VST-40-I; Northend Truck Equipment, Inc.; Amount: \$83,484.41 incl. WSST.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Surface Water

Subject/Description: Dassel St to Lincoln St – County Drainage Project

Attachment: Memorandum dated 1/6/16

Action Requested: Approval for the construction of a drainage system for the southern ends of Lincoln St and Dassel St to help alleviate drainage problems due to the accumulation of water on the edge of the roads and dispersal underground near homes, as well as to stop the water running down the beach access path; Total Appropriation: \$113,000.00 (Clean Water Utility Fund).

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: Surf Paradise Outfall – County Drainage Project

Attachment: Memorandum dated 1/6/16 from Kyle Carlson to BOCC

Action Requested: Approval for the construction of a bluff outfall off of Surf Paradise Drive near Greenbank. Project includes the construction of a 10 inch pipe system that will convey water across Surf Paradise Drive, down the bluff to the beach below; Total Appropriation: \$84,000.00 (County Drainage Fund).

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: Abutters Agreement for Dassel St to Lincoln St

Attachment: Memorandum dated 1/6/15 from Kyle Carlson to BOCC

Action Requested: Approval for the abutters agreement between the county and the Olympic Marine View Owners Association. Due to the installation of the drainage system there is a need for post construction landscaping, including removing and replacing a gravel path, wooden stairs, and a construction of a retaining wall; Estimated Amount: \$10,000.00 (Clean Water Utility Fund).

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Parks

Subject/Description: New Park Truck for Camano Island

Attachment: Memorandum dated 1/6/15 from Public Works – Parks to BOCC

Information: Purchase of a new 1 ton truck approved in the 2016 Budget for Parks on Camano Island; Corwin Ford; Amount: \$30,350.44 incl. WSST.

Solid Waste

Subject/Description: Solid Waste Uncollectible Debt Write-off

Attachment: Solid Waste 2015 Uncollectible Debt Write-Off Approval

Action Requested: Approval of 2015 Uncollectible Debt Write-Off

Follow Up: Okay with full Board to move forward to Tuesday's agenda.

Add-on

Subject/Description: Old County Solid Waste WAIF building

Attachment: none

Information: Bill informed the Board he would be taking a measured approach on what to do with the building and will bring a recommendation back to the Board.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 3
JANUARY 6, 2016 – WORK SESSION**

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, January 6, 2016 at 9:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair **Staff:** Pam Dill
Jill Johnson, Member
Helen Price Johnson, Member

Staff Present: Melanie Bacon, Human Resource Director

Record @ 47:48

Others Present: Elaine Marlow, Budget Director, Bill Oakes, Public Works Director, Hiller West, Current Use Planning & Community Development Director

Subject/Description: Job Requisitions

Attachment: yes

Action Requested:

Public Works

- Administrative Assistant/Permit Tech 1, replacement, NR-8 #126/15
Commissioner Johnson moved to approve Job Requisition #126/15. The motion was seconded by Commissioner Price Johnson and carried unanimously.
- Four Springs Event Coordinator, adding 4 hours per week, #001/16
Commissioner Johnson moved to approve Job Requisition #001/16. The motion was seconded by Commissioner Price Johnson and carried unanimously.
- Parks Technician, adding 3 months to 9 months position, #002/16
Commissioner Johnson moved to approve Job Requisition #002/16. The motion was seconded by Commissioner Price Johnson and carried unanimously.
- Parks Technician, new 5 month position, C-8, #003/16
Commissioner Johnson moved to approve Job Requisition #003/16. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Planning/Community Development

- Permit Tech 1, continuing .8 FTE position, C-7, #004/16
Commissioner Price Johnson moved to approve Job Requisition #004/16 with the understanding that should the position move to full time it does not have to come back to the Board for approval. The motion was seconded by Commissioner Johnson and carried unanimously.
- On-Call Plans Examiner/Bldg Inspector, 2 positions not to exceed 1040 hours, NR-10, #005/16 & 006/16
Commissioner Johnson moved to approve Job Requisition #005/16 & 006/16. The motion was seconded by Commissioner Price Johnson and carried unanimously.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 4
JANUARY 6, 2016 – WORK SESSION**

GSA

- Camano Administrative Assistant, Hours increase from .65 to .75 FTE, #125/15
Commissioner Johnson moved to approve Job Requisition #125/15. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Status Change Form

John Matteson will be acting Department Head for 3-6 weeks while Larry VanHorn is out on medical leave.

Commissioner Price Johnson moved to approve John Matteson as acting Department Head for Facilities while Larry VanHorn is out on medical leave. The motion was seconded by Commissioner Johnson and carried unanimously.

Subject/Description: Salary Survey adoption MOU-1845

Attachment: Interim Agreement

Action Requested: *Commissioner Price Johnson moved to approve the Interim Agreement between Island County and Local 1845. The motion was seconded by Commissioner Johnson and carried unanimously.*

Subject/Description: Personnel Policies & Procedures Manual revision

Attachment: yes

Information: Melanie reviewed with the Board proposed changes to the Personnel Policies & Procedures Manual. The Board concurred with all the changes brought forward with the exception of the following which will remain status quo.

- Section VI.7.E.2 Page 47
- Section VIII.1 Page 59
- Section VIII.6.B Page 64

Current Use Planning & Community Development

Summary Minutes

Work Session was held between the County Commissioners and the Planning Department on Wednesday, January 6, 2016 at 10:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Richard M. Hannold, Chair**
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: **Hiller West, Current Use Planning & Community Development Director,**
Andy Griffin, Building Official, Paula Bradshaw, Dan Mitchell, Chief Civil Deputy
Prosecutor

Others Present: **Elaine Marlow, Budget Director**

Record @ 01:47:10

Subject/Description: FEMA appeal update

Attachment: none

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 5
JANUARY 6, 2016 – WORK SESSION**

Discussion: Hiller West noted that Coast and Harbor Engineering will begin the preliminary work of analyzing two locations, Possession Point and Hidden Beach, in order to submit the data to FEMA by the appeal deadline (January 28th). Additional areas will follow using the Letter of Map Revision process.

Subject/Description: Ordinance changing in venue for certain Type 1 and Type 111 appeals

Attachment: none

Information: Scheduled to go to the Planning Commission on Monday, January 25, 2016.

Add-on

Subject/Description: Code Revisions

Attachment: none

Information: Hiller West will bring forward a 6 month timeline/work plan for the review and adoption of code amendments.

**Facilities Department
Summary Minutes**

Work Session was held between the County Commissioners and Facilities Department on Wednesday, January 6, 2016, at 11:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Larry Van Horn, Facilities Director

Others Present: Elaine Marlow, Budget Director

Record @ 02:13:41

Subject/Description: Health/SWPRD sub-lease

Attachments: Agreement

Action Requested: Approval of Island County-South Whidbey Parks and Recreation District Sub-Lease Agreement for office space located at 5475 S Maxwelton Rd., Langely; Contract Term: 1/1/2016 to 12/31/2016; Amount: \$4,015.44/year

Follow up: Okay with full Board to move forward to a Tuesday consent agenda.

Subject/Description: Updates

Attachment: yes

Information: Larry briefed the Board on the following:

- Great Floor PO – Carpeting in courtroom and Prosecuting Attorney's office
- Northwest Moving dba Bekins Moving – Providing the furniture moving
- Main Street lease(s) – working with Jason Joyner, Windermere Realty

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 6
JANUARY 6, 2016 – WORK SESSION**

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, January 6, 2016, at 11:20 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Keith Higman, Director, Suzanne Turner, Jill Wood

Others Present: Elaine Marlow, Budget Director

Record @ 02:20:03

Subject/Description: WIC caseload

Attachment: none

Information: Keith Higman informed the Board that last year in response to information that WIC may be closing on NAS Whidbey the State Department of Health processed an amendment adding funding to the county's WIC program. Of the additional \$86,850.00 the state will take back \$31,482.00 leaving \$52,568.00 within the current contract that expires in September of 2016. Those funds are to be used to conduct "outreach". They are working on a plan that will include adding hours to current part time employees and if successful in their outreach and increase the caseload it will result in regular and ongoing funding.

Subject/Description: Salmon Recovery Funding Board Application Authorization

Attachment: application

Information: Keith discussed with the Board a new form being required by RCO for grant funding assistance for salmon recovery projects to the Salmon Recovery Funding Board. RCO requires approval of the document before sending the Island County contract for the Iverson Integration Stakeholder Project.

Follow up: Send application to Prosecuting Attorney's office for comments on the form and process.

**Budget Director/GSA
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, January 6, 2016, at 11:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Richard M. Hannold, Chair
Jill Johnson, Member
Helen Price Johnson, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director, Don Mason

Record @ 02:40:55

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 7
JANUARY 6, 2016 – WORK SESSION**

Subject/Description: GSA update

Attachments: none

Information: Elaine Marlow briefed the Board on the following:

- Public Defense contract up for renewal in 2017
- WAIF contract
- Budget amendments
- Motorpool
- Records Management
- Hearing Examiner insurance issued resolved

Commissioners Agenda
Summary Minutes

The County Commissioners met during Work Session on Wednesday, January 6, 2016 at 11:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: **Richard M. Hannold, Chair**
 Jill Johnson, Member
 Helen Price Johnson, Member

Staff: Pam Dill

Others Present: **Catherine Reid, Human Services**

Record @ 02:49:55

Subject/Description: Consider appointments to Island County Housing Advisory Board

Attachment: yes

Action Requested: The Board considered appointments to the Island County Housing Advisory Board.

Follow up: Okay with full Board to move recommendation forward to a Tuesday agenda.

Subject/Description: Resolution appointing Commissioner Johnson as the County's Washington Counties Risk Pool Director

Attachment: draft resolution

Action Requested: Approval of Resolution continuing relationships with the Washington Counties Risk Pool and the Related Appointments and Designations of/for each member County. The Risk Pool's Bylaws require members to appoint a Director. The resolution notifies the Risk Pool that Commissioner Johnson has been appointed as WCRP Director representing Island County.

Follow up: Okay with full Board to move forward to a Tuesday consent agenda.

Add-on

Subject/Description: WSAC Amicus Curiae Brief Request

Attachment: none

Information: Commissioner Johnson briefed the Board on the request from WCRP to file an amicus curiae brief request form in support of WSAC weighing in on the legal dispute between Clark County and WCRP.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 8
JANUARY 6, 2016 – WORK SESSION**

Follow up: Commissioner Johnson will fill out Amicus brief and bring back for further discussion.

Subject/Description: Island County Historical Society contract

Attachments: contract & letter dated

Action Requested: Approval of Island County Historical Society Historical Preservation Grant for collection & preservation of Historical Photographs & Artifacts; Amount: \$5,000.00.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: Consider appointments/reappointments to the Planning Commission

Attachment: yes

Action Requested: The Board considered appointments/reappointments to the Planning Commission.

Follow up: Okay with full Board to move recommendation forward to a Tuesday agenda.

Subject/Description: Consider reappointments to Ebey's Landing Historic Preservation Commission

Attachment: yes

Action Requested: The Board considered reappointments to Ebey's Landing Historic Preservation Commission.

Follow up: Okay with full Board to move recommendation forward to a Tuesday agenda.

Subject/Description: Consider appointments to the Camano Island Mosquito Control District

Attachment: yes

Action Requested: The Board considered appointments to the Camano Island Mosquito Control District.

Follow up: Okay with full Board to move recommendation forward to a Tuesday agenda.

EXECUTIVE SESSION ANNOUNCED

Commissioner Hannold announced the Board would recess then meet in Executive Session at 1:00 p.m., in the County Administration Building, Room 217, as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation.

At 1:30 p.m. Commissioner Hannold announced the Board would need an additional 30 minutes for the Executive Session. The Executive Session concluded at 2:00 p.m. with no announcement in open public session.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 9
JANUARY 6, 2016 – WORK SESSION**

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Richard M. Hannold, Member

Jill Johnson, Member

Helen Price Johnson, Member

ATTEST:

Debbie Thompson, Clerk of the Board